

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES <b>1   8</b>	
2. AMENDMENT/MODIFICATION NO. <b>A001</b>		3. EFFECTIVE DATE <b>03/27/2001</b>		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. <i>(If applicable)</i>	
6. ISSUED BY <b>U. S. DOT/RSPA/Volpe Center</b> <b>55 Broadway</b> <b>Kendall Square</b> <b>Cambridge MA 02142</b>		CODE <b>DTS- 852</b>		7. ADMINISTERED BY <i>(If other than Item 6)</i> <b>U. S. DOT/RSPA/Volpe Center</b> <b>55 Broadway</b> <b>Kendall Square</b> <b>Cambridge MA 02142</b>		CODE <b>DTS- 852</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code)				(X) 9A. AMENDMENT OF SOLICITATION NO. <b>X DTRS57- 01- R- 20004</b>			
				9B. DATED <i>(SEE ITEM 11)</i> <b>03/09/2001</b>			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				10B. DATED <i>(SEE ITEM 13)</i>			
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENT OF SOLICITATIONS</b>							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and the date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA <i>(If required)</i>							
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: <i>(Specify authority)</i> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES <i>(such as changes in paying office, appropriation date, etc.)</i> SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF :						
	D. OTHER <i>(Specify type of modification and authority)</i>						
<b>E. IMPORTANT :</b> Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION <i>(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</i> <b>See attached pages.</b>							
 <b>THE PROPOSAL DUE DATE HAS NOT BEEN EXTENDED AND REMAINS APRIL 10, 2001, 3:00 P.M , ET.</b>							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER <i>(Type or print)</i>				16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i>			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ <i>(Signature of the person authorized to sign)</i>				BY _____ <i>(Signature of the person authorized to sign)</i>			

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The purpose of this amendment is to provide answers to questions received in connection with the solicitation.

Question 1.:

We would like to know if the proposal deadline date will be extended due to amendment of solicitation?

[Answer to Question 1.:](#)

[There is no change in the proposal deadline.](#)

Questions 2.a. through 2.g.:

We have the following questions in order to estimate the workload and accordingly the personnel requirements (to be considered in our bid):

[Answer:](#)

[See Attachment J.6 of the solicitation for historical data.](#)

Question 2.a.:

What are the number of transactions (invoices processed) on a daily basis?

[Answer to Question 2.a.:](#)

[You can calculate this number from the historical data provided in the solicitation.](#)

Question 2.b.:

What are the number of transactions (invoices processed) on a monthly basis?

[Answer to Question 2.b.:](#)

[You can calculate this number from the historical data provided in the solicitation.](#)

Question 2.c.:

What are the number of transactions (invoices processed) on a quarterly basis?

[Answer to Question 2.c.:](#)

[You can calculate this number from the historical data provided in the solicitation.](#)

Question 2.d.:

What is the annual volume (in dollars) of accounts payable?

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Answer to Question 2.d.:

Approximately \$122 million for accounts payable transactions paid by check and direct deposit. This amount does not include the those payments paid to federal entities – at this time, that information is not readily available.

Question 2.e.:

What is the payment cycle for issuing "vendor" checks?

Answer to Question 2.e.:

See website (provided in solicitation) for an explanation of the U.S. Government's Prompt Pay policy: Code of Federal Regulations (CFR), Title 41, Part 101-41  
<[http://www.access.gpo.gov/nara/cfr/waisidx\\_99/41cfr101-41\\_99.html](http://www.access.gpo.gov/nara/cfr/waisidx_99/41cfr101-41_99.html)>

Question 2.f.:

f. Are there any interim audit requirements that we would have to meet? We are interested in knowing if Volpe is subject to interim Audits by Volpe's Internal Audits staff or Volpe's External Auditors. If Volpe has an Interim Audit procedure, time of the A/P staff to answer questions would need to be factored. Interim audits are generally performed one to three times a year based on the organization's policy.

Answer to Question 2.f.:

The Volpe Center is subject to interim audits by DOT's Office of the Inspector General. Any contractor staff help for these audits has been estimated as part of answer to Question 5(h): Other ad-hoc reports/analyses – 4 hours per month (Travel – 2 hours per month if required, A/P – 2 hours per month if required).

Question 2.g.:

g. What is the growth factor experienced for the last three years?

Answer to Question 2.g.:

You can calculate the growth factor from the historical data provided in the solicitation (4 years of data was provided).

Questions 3.a. – 3.g.

We would like the same statistics for the "Travel Advance/Voucher settlement" function.

Answer:

See Attachment J.6 of the solicitation for historical data.

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Question 3.a.:

a. What are the number of transactions (vouchers processed) on a daily basis?

Answer to Question 3.a.:

You can calculate this number from the historical data provided in the solicitation.

Question 3.b.:

What are the number of transactions (vouchers processed) on a monthly basis?

Answer to Question 3.b.:

You can calculate this number from the historical data provided in the solicitation.

Question 3.c.:

What are the number of transactions (vouchers processed) on a quarterly basis?

Answer to Question 3.c.:

You can calculate this number from the historical data provided in the solicitation.

Question 3.d.:

d. What is the annual volume (in dollars) of Travel?

Answer to Question 3.d.:

The annual volume (in dollars) for FY2000 was \$2,727,872.31.

Question 3.e.:

What is the payment cycle for issuing "travel" checks?

Answer to Question 3.e.:

See the Federal Travel Regulation website - <http://policyworks.gov/org/main/mt/homepage/mtt/FTR/ch301-52.html> and also the Volpe Center Labor-Management Agreement Article 18-Section 4 (included in the solicitation).

Question 3.f.:

Are there any interim audit requirements that we would have to meet?

Answer to Question 3.f.:

See answer to Question 2.f.

Question 3.g.:

What is the growth factor experienced for the last three years?

Answer to Question 3.g.:

You can calculate the growth factor from the historical data provided in the solicitation (4 years of data was provided).

Question 4.

Do the special analysis and reporting requirement include reconciliation and error correction or is it at management's discretion?

Answer to Question 4.:

It is a combination of reconciliation, error correction, and any ad-hoc analysis/reports as needed.

Question 5.

If it is at management's discretion, what are the estimated person hours for these special analysis?

Answer to Question 5.:

- (a) Travel Spreadsheet Updates (Actual Expense/Non-Volpe/Leave) - 1 hour per month (all Travel)
- (b) Archiving - 42 hours per year (Travel - 18 hours per year, A/P - 24 hours per year)
- (c) Statistics - 3.5 hours per week (Travel - 2 hours per week, A/P - 1.5 hours per week)
- (d) Unliquidated Obligation (ULO) Review - 510 hours per year (Travel - 160 hours per year, A/P - 350 hours per year)
- (e) SF-13 International Report - less than 1 hour per quarter (for each area)
- (f) Vendor Information Files Maintenance - 2 hours per month (Travel - 1 hour per month, A/P - 1 hour per month)
- (g) EAGLS - between 20 and 30 hours per month (all A/P)
- (h) Other ad-hoc reports/analyses - 4 hours per month (Travel - 2 hours per month if required, A/P - 2 hours per month if required)

Question 6.

How many vendor files?

Answer to Question 6.:

As of February 2001, there were approximately 4,467 accounting line-items open in the system. The number of vendors files is somewhat less than that since a vendor file may be composed of multiple accounting line-items.

Question 7.:

Will Volpe provide the filing space and archive space?

Answer to Question 7.:

Yes.

Question 8.:

What has been the growth factor for Volpe's operations for the last three years?

Answer to Question 8.:

The total obligations reported for the last three (3) years were: \$200,623.874 (FY98), \$182,990,794 (FY99), \$199,285,470 (FY00). The travel growth can be calculated from the four (4) years of historical data previously provided in the solicitation.

Question 9.:

How many full-time staff are currently performing the Accounts Payable Function? Has the staff increased in the past three years, if so by how many?

Answer to Question 9.:

7.5 full-time staff, no increase in the past three years.

Question 10.:

What are the minimum benefits payable under this contract, is it at the discretion of the contractor or do Volpe or DOT's policies prevail?

Answer to Question 10.:

Minimum benefits in DOL wage determination otherwise whatever benefits the company normally provides.

Question 11.:

We have come across a term titled "IMPAC" on Page 84, could you please explain the term?

Answer to Question 11.:

IMPAC is an acronym used for the Government purchase credit card.

Question 12:

Will the contractor (winning 8(a) firm) be liable to pay for cost charge-backs to Volpe, for example, rent for space, rent for furniture and equipment, utilities, etc. Could you provide a percentage of operating expenses that we should factor:

Answer to Question 12.:

Space, furniture, equipment, utilities, etc., will be furnished at no cost by the Government.

Question 13.:

We noted that in the list of equipment a copier is listed. Will Volpe provide copying facilities on a cost charge-back basis, if yes, at what cost per copy?

Answer to Question 13.:

There was no copier on the equipment list. Copying facilities will be furnished at no cost by the Government.

Question 14.:

Will the Volpe Center provide telephone and telecommunications, including internet and intranet services?

Answer to Question 14.:

Telephones, a fax machine, internet and intranet will be furnished at no cost by the Government for those contractor staff who require it.

Question 15.:

Will our staff be required to attend relevant out-of-state conferences hosted by Volpe or DOT?

Answer to Question 15.:

We are not presently aware of any scheduled conferences that would require contractor attendance.

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Question 16.:

For the transition plan that we will propose, who will bear the cost of transition, Volpe, the incumbent contractor or proposing contractor?

Answer to Question 16.:

The offeror will bear the cost of the transition plan required in the solicitation.

Question 17.:

Can you provide wage and benefit rates for the GS-4 to GS-9 labor categories?

Answer to Question 17.:

Clause I.7 of the solicitation is amended to include the following:

Labor Rate:

GS-4 - \$12.53 per hour  
GS-5 - \$13.75 per hour  
GS-6 - \$15.33 per hour  
GS-7 - \$17.04 per hour  
GS-9 - \$20.84 per hour

Fringe Benefit Rate:

49.5%

Question 18.:

What are the maintenance and support costs for the Invoice Tracking System developed using MS Access:

Answer to Question 18.:

The Invoice Tracking System's maintenance and support costs are furnished by the Government (Volpe Center). We anticipate that the new DOT Accounting System, DELPHI, will have its own invoice tracking capability.

All other terms and conditions of the solicitation remain unchanged and in full force and effect.